



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

☒ Under the Civil Service Retirement System (5 U.S.C. 8336(c))

☒ Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau-wide

Classification Title: Student Trainee (Range/Forestry Tech)

Organization Title: Engine Crew Leader

Series and Grade: GS-499-04/05/06

Position Number: F048

Category: Primary - Rigorous

CONCUR:

for Robert W. Taltrow IV
Bureau Head

March 24, 1994
Date

Piet deWitt
Program Assistant Secretary

3/25/94
Date

Pat Hastings
Director of Personnel

4-7-94
Date

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated above.

Bl Cohen
Assistant Secretary - Policy, Management and Budget

4-11-94
Date

POSITION DESCRIPTION ADDENDUM			POS NO. F048
This represents restructuring of the target position to 38-04/05			FPL: GS-06
TITLE: Student Trainee (Range/Forestry Technician)	FLSA EX [] NON-EX [XX]	COMP LEVEL CDN	OCM: AA
APPROVED: NAME A. E. Ravenscroft	TITLE Personnel Staff & Class Specialist	DATE 12/7/93	
(Supervisor concurrence in restructuring of this position is reflected by the signature appearing on Form SF-52, Request for Personnel Action, which initiated the action.)			

This position is being restructured to the lower grade(s) indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

The general scope of duties as described will be assigned. However, individual assignments will be selected to develop and refine knowledges and skills. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job.

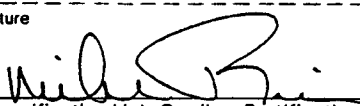
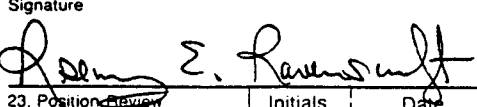
Supervision received initially will be relatively close with guidance and instruction being provided as needed and work reviewed, at the discretion of the supervisor, during progress and/or upon completion. As experience and competence are developed, the incumbent will be expected to function under gradually decreasing supervision until the full level of independence of action described in the position description is attained.

Performance will be evaluated with the appropriate status of training in mind.

NOTE: At the discretion of management, incumbent may be non-competitively promoted to the established next higher level provided: (1) the target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion, (2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the high grade, and (3) the incumbent meets all regulatory and qualification requirements for such promotion.

REMARKS:

POSITION DESCRIPTION (Please read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Craig, CO		5. Duty Station Craig, CO		1. Agency Position No. F048										
Explanation (Show any positions replaced)					7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.										
					10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code										
15. Classified/Graded by					Official Title of Position					Pay Plan		Occupational Code		Grade		Initials		Date			
a. U.S. Office of Personnel Management																					
b. Department, Agency or Establishment																					
c. Second Level Review																					
d. First Level Review					Student Trainee (Range/Forestry Tech)*					GS		499		06		KCL		12/8/93			
e. Recommended by Supervisor or Initiating Office					Student Trainee (Range/Forestry Tech)*					GS		499		06							
16. Organizational Title of Position (if different from official title) Engine Crew Leader										17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR										c. Third Subdivision											
a. First Subdivision Bureau of Land Management										d. Fourth Subdivision											
b. Second Subdivision Colorado State Office										e. Fifth Subdivision											
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																					
a. Typed Name and Title of Immediate Supervisor Michael L. Rieser District Fire Control Officer										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature 					Date 12-7-93					Signature					Date						
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Grade Level Guide for Aid and Technician Work in the Biological Sciences GS-400, 12/91. Range Technician Series GS-455, 12/91. Forestry Technician GS-462, 12/91. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Typed Name and Title of Official Taking Action Rosemary E. Ravenscroft Personnel Staffing & Classification Spec.																					
Signature 					Date 12/8/93																
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																					
b. Supervisor																					
c. Classifier																					
24. Remarks Cooperative Education Position. This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions. This is a Testing Designated Position. *Interchangeable based upon primary vegetation of the unit.																					
25. Description of Major Duties and Responsibilities (See Attached)																					

Student Trainee (Range/Forestry Technician), GS-499-6
Engine Crew Leader
Position No. F048

INTRODUCTION

This position is for a cooperative education Student Trainee (Range/Forestry Technician). The purpose of this position is trainee development for future work assignments, building upon a background of prior wildland firefighting experience and wildland fire fighter training. Incumbent will develop range/forestry firefighting skills and will relate classroom training with the application of those techniques to work experience. Incumbent will be exposed to as many aspects of wildland firefighting as possible.

This position is located in the Colorado State Office, MONTROSE District, and engaged in fire suppression activities. Is assigned to a medium or heavy-weight engine crew and serves, on a recurring basis, as the working crew leader for multiple engine initial attack fire suppression efforts. Crew varies from 2 to 10 people dependent upon the severity of the dispatch report. May also serve as an engine operator. The duties include participating in engine operations on the fireline and in the minor repair and maintenance of fire fighting vehicles, equipment, and tools. Other duties relating to the fire suppression program or other resource programs may be assigned during stand-by periods.

Although the incumbent often serves as a crew leader, the lead duties are not performed on a continuous basis for three or more employees.

DUTIES

As part of the training, typical assignments include:

A. The primary purpose of this position is to serve as an on-site engine crew leader coordinating the work of multiple fire engines and associated crews. Accompanies crews to the fire line and serves as an Initial Attack Incident Commander. Determines probable cause of fires, protects origin, and completes fire reports. Analyzes fire conditions and determines attack methods. Assigns engines/crews to specific fire fighting operations commensurate with their training and experience. Operates, or directs the operation of, engines and oversees the use of pumps and hoses as well as directing the use of a variety of specialized tools, equipment, and techniques while actively suppressing wildfires. Scouts and locates lines. Directs line construction, back fire and burn out, hose layout and pumping, tree falling, mobile and stationary engine attack, and holding/patrol/mop up operations. 50 %

B. Functions in positions for which qualified during prescribed

burns. May serve during fire emergencies in other Strength of Force (SOF) or Incident Command System (ICS) positions for which trained and qualified. 20 %

C. Directs the maintenance and repair of vehicles(s), equipment, and tools. Assists the crew(s) in more difficult tasks. Ensures adequate supplies are available. Participates in fire readiness drills. Assists with crew training, especially in conducting on-the-job follow up to formal training, crew readiness exercises, and tail-gate safety sessions. Receives specialized training under the ICS. 20 %

D. Performs administrative related activities such as timekeeping, requisition of supplies, equipment use reports, etc. As assigned, serves as acting engine crew foreman or station manager. 10 %

E. Utilizes automated systems and applications to perform work of the position.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of line fire fighting tactics, methods, and procedures to be used for various types of fuels and under a variety of weather and terrain conditions often involving multiple engines/crews.

Prior wildland firefighting experience is required. Knowledge of wildland firefighting. Knowledge of fire engine operation and procedures to serve as an engine operator and/or crew leader.

Knowledge of fire behavior, including causes of fire and the influence of wind, slope, topography, and fuel moisture on fires.

Ability to plan effective and economical fire suppression tactics for initial attack actions which involves adapting plans to meet fire situations and resource values encountered.

Skill in the use, maintenance, and repair of fire engine and engine apparatus, handtools, and other equipment and skill training and supervising crewmembers in the operation and maintenance of such equipment.

Knowledge of routine administrative functions pertaining to the fire crew, including time reports, travel vouchers, equipment use reports, and other required administrative reports.

Ability to serve as a crew leader and coordinate the work of others.

Ability to communicate orally with others under emergency situations/conditions at field locations.

Must have a valid state driver's license for operating the

vehicles assigned.

Applies knowledge of systems access, wordprocessing, data base management systems, and related business and technical software in order to input, manipulate, and extract data required to accomplish the work of the position.

FACTOR 2. SUPERVISORY CONTROLS

Receives assignments from supervisor in terms of what is to be done and the resources available to accomplish the assignments. Serves as a crew leader/incident commander responsible for analyzing situations and determining methods and procedures to be used in carrying out assignments within established instructions, policies, previous training, and accepted fire suppression practices. Additional assistance is available in larger, more complex fire situations and for coordinating more complex projects. Dependent upon the project, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within established guidelines.

FACTOR 3. GUIDELINES

Procedures for performing firefighting duties are established, provided in training sessions, and, for some parts of the work, available in printed materials, e.g., equipment operation and maintenance guides. Due to the variety of situations encountered in line fire fighting, equipment and tools maintenance and repair, and other similar duties, incumbent must select and adapt procedures to meet the specific emergency situations encountered. The supervisor, or other fire suppression personnel, are available for assistance in situations where routine methods and procedures are insufficient. Must recognize the need for, and recommend changes to, operating guidelines and procedures.

FACTOR 4. COMPLEXITY

The work consists primarily of leading and working with crews on the fireline, operating fire engines, and in maintaining fire equipment and tools, but some administrative duties are also assigned. The multiple crews and/or capability of extremely complex large all-terrain fire engines increases the alternatives available in taking initial attack actions. Fires normally encountered vary in size, intensity, and potential scope based upon the fuels and fire environmental situations at the specific location. On a recurring basis must coordinate a number of activities simultaneously (several tank trucks or a tank truck with hand crew(s)) in carrying out suppression assignments. The actions taken vary with the capabilities of crew(s) and engines, fuel types, fire weather conditions, and the resource values concerned. Fire fighting tactics are adapted to meet these specific situations.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to serve as a crew leader and (1) to operate a fire engine during fire fighting efforts, and (2) to maintain and repair fire fighting vehicles, equipment, and tools. The work performed by the crew(s) contributes to the effectiveness of the fire fighting organization in suppressing wild fires and protecting resource values. The fire fighting decisions made also affects the safety and welfare of the assigned crew members.

FACTOR 6. PERSONAL CONTACTS

Personal contacts as a crew leader, or individual crew member responsible for a major segment of the fire fighting operations, occur with other fire fighting personnel throughout the organization, as well as personnel with other Federal, State, and public wildland fire fighting organizations in the suppression of wild fires.

FACTOR 7. PURPOSE OF CONTACTS

As a crew leader or individual crew member, contacts occur not only to obtain information, clarify assignments, and report information, but also to plan, coordinate, and advise on fire fighting efforts in suppression activities. Also participates actively in fire fighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

FACTOR 8. PHYSICAL DEMANDS

This fire fighting position requires strenuous physical labor on a recurring basis. The employee must meet the established Step Test and arduous physical requirements for the position.

FACTOR 9. WORK ENVIRONMENT

This position includes recurring field assignments with exposure to various terrain, weather, smoke, and fire conditions. Special safety precautions and the use of safety equipment are required.